

## **Guidance on the submission of proposals for funding from the School of Law Investment Fund**

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### **The School of Law Investment Fund (SIF)**

In recent years the School has attained considerable financial benefit from the concerted effort of all colleagues to improve postgraduate recruitment and other direct income streams to the School. We are now in a position to use some of that generated income to support a range of activities within the School. It is however important that we continue to invest in development work that will benefit the staff and students of the School. The investment fund (SIF) has been established to provide short-term financial assistance in each financial year for a range of projects.

This document provides some guidance on the range of projects we would wish to encourage. It is not our intention to provide an exhaustive list of funding criteria but rather to offer suggestions to encourage colleagues to consider potential applications. If any colleague wishes to discuss an application prior to submission please contact the Head of School and/or School Administrator.

### **Research Investment Projects**

- It is often the case that colleagues receive very high ratings for a funding proposal but the funding body then advises that they were not able to fund the project. In this situation we would consider SIF applications that might allow colleagues to start or even complete a project. It is our experience that once a limited amount of funding has been achieved it strengthens the possibility of gaining further support from the funding bodies and therefore we would wish to use the SIF fund to help generate future research funding to the School.
- Applications for bridging between projects will also be considered. The strict application deadlines for many of the main funding bodies often mean that a current project may have ended before the new funds are in place to continue the work and in this situation we would welcome applications to assist with bridging the gap.
- Pump-priming funding for new research ideas or to allow scoping of a potential new research area would also be considered for support from the SIF.

### **Support for Grade 08 (and below) academic staff**

- Each year SMG will, in consultation with colleagues, nominate one/more general theme(s) that reflect other strategic initiatives or opportunities and invite applications from colleagues at grade 08 or below. Such bids might support new research projects, top-up existing funding or provide support for the completion of publications.

### **New income generating activities**

- Colleagues are encouraged to consider funding support to allow the exploration of new teaching and/or CPD activities that might directly lead to

new income generation for the School and allow enhancement of activity in the relevant subject area.

### **Other funding criteria**

- As stated above it is not our intention to provide an exhaustive list of criteria and if colleagues wish to submit bids to support projects other than those defined above we would be happy to review these applications.

### **Areas that SIF will not directly support**

- Applications to support workshops, lectures, seminars and conferences will continue to be considered by the School but these should normally be submitted to the **Disbursements Committee**, at least in the first instance.
- Applications to attend conferences and training courses should also be submitted to the **Disbursements committee**.

### **SIF Application Guidance**

There are no fixed deadlines and SMG welcome applications at most stages of the financial year (1<sup>st</sup> August-31<sup>st</sup> July). It is however important to note that this funding is allocated from the core School budget and therefore we cannot guarantee to be able to carry funds over from one financial year to the next. We would therefore recommend that colleagues consider the timelines of their applications very carefully and applications submitted after 1<sup>st</sup> June would be normally expected to support work undertaken in the following financial year.

Applications should contain an executive summary of the anticipated work or activity that can be used to send onto School once the funding decision has been made. The main body of the application should include a plan of the aims and objectives of the activity with expected outcomes. This must also include a timeline and detailed budget with information about which colleagues are involved in the bid and details of any additional appointments that may be required such as a research assistant.

If colleagues require assistance with the budget please contact the School Administrator.

Once completed applications should be submitted to the School Administrator and will then be considered by SMG.

23rd September 2010.